

## **Terms of Reference**

### **For Three Short-Term Consultants (STCs) and Junior Professional Associates (JPAs) LCR Water and Sanitation Unit (LCSWS)**

#### **Background and General Description**

The mission of the Latin America and Caribbean Regional Water and Sanitation unit (LCSWS) is to work with national and local governments and with communities to expand access to sustainable services for all, especially the poor. The Unit pursues these objectives by: (i) financing investments, (ii) providing technical assistance, and (iii) undertaking non-lending analytical and policy advisory work, in response to client demands. The Unit works collaboratively towards this aim with other sector units within the Sustainable Development Department, in addition to working across the Bank networks and with other institutions of the Bank group.

The Latin America and the Caribbean Region (LCR) is the most urbanized region in the developing world, with around three-quarters of the population living in urban areas. Approximately 60 percent of the Region's poor live in cities and towns that range from remote Andean and Amazonian municipalities to the sprawling mega-cities of Mexico City and São Paulo, two of the world's largest cities. Over 18 cities in LCR have populations over 2 million people. Moreover, it is estimated that over 30 percent of these urban residents live in slums where they suffer from limited access to basic services insecure land tenure arrangements, insufficiency in solid waste management, environmental degradation, and severe social problems. Nevertheless, urban areas are also the drivers of growth and innovation in the Region and consequently represent both an opportunity and a challenge for poverty reduction.

To support the growing demand for urban and rural water service improvements from our clients, the unit is seeking three junior professional associates (JPAs) to contribute to project preparation and supervision, as well as other tasks as needed according to the description below.

\*\*\*The World Bank is committed to achieving diversity in terms of race, gender, nationality, culture and educational background. Individuals with disabilities are encouraged to apply.

\*\*\*The Sustainable Development Department of the Latin America and Caribbean region (LCSSD) has an active talent excellence search program for Sub Saharan African and Afro Descendant candidates, and these candidates are particularly encouraged to apply.

#### **Overview and reporting arrangements**

The prospective JPAs will join the Latin America and Caribbean Water and Sanitation Unit (LCSWS) unit initially as Short-Term Consultants (STCs). The STCs will be based in Washington DC and will join the LCSWS Unit to provide support to the Washington-based

team and eventually, as the case may be, to country office based staff as well. The STCs will work under the overall direction of the Water and Sanitation Sector Manager. The STCs will be working on multiple countries in LAC in which the Unit has WSS programs. These will be a 100-day appointments that would, subject to satisfactory performance and strategic staffing considerations, lead to two-year appointments as JPAs with the same duties and accountabilities. The STCs will have to pass security clearances prior to beginning the JPA assignments.

#### **Duties and Accountabilities:**

- Contribute to project identification, preparation, appraisal, negotiation of investment projects through participation in missions and interaction with clients, drafting of minutes of key review meetings, preparation of relevant chapters of Project Concept Notes (PCNs), Project Information Documents (PIDs), Project Appraisal Documents (PADs) as well as Integrated Safeguards Documentation Sheets (ISDS) in cooperation with specialized task team members, under the general guidance of the respective Task Team Leader (TTL).
- Contribute to the supervision of projects through inter alia the participation in missions and the preparation of Aide Memoires, Implementation Supervision Reports (ISRs), restructuring papers and back-to-office reports.
- Assist in reviewing and processing bid documents, including requests for no objection, Requests for Proposal (RfPs), Terms of Reference, short-lists, and evaluation reports.
- Liaise with procurement, financial management, disbursement, safeguards and legal staff in the Bank to facilitate internal clearance processes of related documents.
- Contribute to Implementation Completion Reports (ICRs) of closed projects.
- Develop ToRs for consultancy services procured directly by the Bank and liaise with team assistants in procuring consultant services.
- Review relevant reports by consultants.
- Contribute to analytical work in the water sector of LAC countries.
- Develop proposals to request funding from Trust Funds to support studies and preparation activities for new lending operations.
- Provide any other operational support to task team leaders (TTLs).

#### **Selection Criteria:**

- An undergraduate degree from a leading university in economics, business, international relations or engineering; a quantitative background could be an asset, but is not required;
- MA/MS in Economics, public policy, International Development, Finance or a related discipline would be an asset, but is not required;
- A minimum of one year of relevant professional experience including infrastructure sectors (water preferred), private sector participation or regulation, project management and execution;

- Strong conceptual and research / analytical skills with the ability to rapidly analyze and integrate diverse information from varied sources into conclusion and recommendations;
- Excellent oral and written communication skills in English and Spanish required; Portuguese could be an asset, but is not required.
- Strong interpersonal skills and proven ability to work in a multi-cultural environment
- Solid computer skills (Office suite)
- The applicant for JPA program may not have reached their 29th birthday at the time of appointment.

Applicants should send their CV and a motivation letter to [nsanchez@worldbank.org](mailto:nsanchez@worldbank.org) by August 22nd, 2013.